



Minnesota State Services for the Blind

Audio Transcription Policies and Procedures

General:

1. Audio transcriptions begin after all ordering documentation is received, including the material to be transcribed. If you submit your order form online, transcription cannot begin until all specified material is received.
2. The requester is responsible for supplying the material to be transcribed. Hard copy print text is required. Electronic copies are not accepted.
3. Materials are transcribed by volunteers who are professionally tested and trained and receive regular evaluations. Volunteers include retired and active professionals in many areas, encompassing a broad range of expertise. In addition to passing general reading tests, volunteers may test to read: art, biology, law, music, religion, psychology, chemistry, math, statistics, and computer programming.
4. Audio Services transcribes materials that are not available from Learning Ally, the National Library Service (NLS), or our own audio library. If the material is already available in our audio library, we will promptly provide it. If the material is available from either Learning Ally or the NLS, we inform you so that you may order it.
5. Audio Services makes every effort to produce timely transcriptions. Contingent upon advanced receipt of materials, transcriptions are produced to meet reading deadlines. Classroom, organizational, personal business and book club materials receive highest recording priority, followed by vocational and leisure materials.

6. Delivery of audio transcriptions:

- a. Classroom materials. If we receive the material ahead of time and can complete the entire recording before class begins, you will receive the entire recording. If you prefer to receive the recording in installments, as it is being recorded, please let us know. If, however, we have not received the material in time to complete the audio transcription before class begins, the recordings will be sent in installments. These are usually 2-hour segments, allowing students to receive materials throughout the term.
- b. Organizational, leisure, and personal business transcriptions are delivered when the entire transcription is completed. If you would like to receive installments as the material is being recorded, please let us know.

7. To facilitate timely digital recordings, materials submitted for transcription are marked throughout with pencil check marks.

8. Materials will generally remain intact. For unusually large projects, the customer may be asked to allow Audio Services to unbind the material to facilitate recording by multiple readers simultaneously, ensuring timely completion of the transcription order.

9. What is transcribed:

- a. Indices are not recorded.
- b. Picture and map identifications and captions are read. Pictures and maps are not read or described.
- c. The following transcription guidelines are followed unless the requester states otherwise on the order form:
 1. Page numbers are not announced in leisure materials.
 2. Pages numbers are announced in classroom, vocational, business, and organizational materials.
 3. Tables of contents, introductions, prefaces, glossaries, appendices, and information about the author are generally recorded;
 4. Covers, acknowledgments, bibliographies, dedications, suggested readings / further readings / additional readings, reference footnotes, advertisements, and promotional material (such as excerpts from forthcoming books) are generally not recorded;

5. Books are read from the beginning to end.
6. When a class reading assignment schedule is provided, the transcription will follow the assignment schedule e.g. Chapter 1, Chapter 7, Chapters 3 – 5, etc.
7. Explanatory footnotes are read and reference footnotes omitted.
8. Tables, charts, graphs, and diagrams are read and described, if feasible. If not feasible, they are identified by title and caption only.

Audio format

Customers may choose audio transcription in: (1) file transfer/download (DAISY format); (2) cartridge (DAISY format playable in NLS digital players); (3) CD (DAISY format); (4) CD (playable in any CD player, no DAISY navigation, available only if material is not copyrighted by another); (5) cassette (playable in NLS cassette players); (6) cassette (playable in any cassette player, available only if material is not copyrighted by another.)

Cartridges and cassettes are on loan and must be returned after use.

Downloadable DAISY and DAISY CDs are digitally marked to allow direct access to pages and sections of transcribed materials and play in DAISY players or on computers with DAISY software. Customers may purchase DAISY players and computer software from private vendors. The DAISY CDs may also be downloaded and played on DAISY MP3 players and in National Library Service digital players.

Cartridges are digitally marked to allow direct access to pages and sections of transcribed materials and play in NLS digital players.

Cassette tapes are tone-indexed for page and chapters and play in National Library Service cassette players.

To order a National Library Service digital or cassette player, call Audio Services at 1-800-652-9000. These players are loaned to National Library Service patrons who borrow at least one National Library Service book a year.

Organizations and individuals requesting transcription of their own materials, and who are the copyright owners of the material, may also choose audio transcription in CDs playable on DAISY or non-DAISY players, or normal-speed cassette.

Copyright

All non-copyright holders receiving transcriptions of copyrighted materials are subject to federal copyright laws, which restrict further duplication or distribution. All non-copyright holders receiving transcriptions must sign and return the MINNESOTA STATE SERVICES FOR THE BLIND COPYRIGHT NOTICE AND CUSTOMER AGREEMENT.

Pricing, Billing, and Payment

AUDIO TRANSCRIPTION OF VOCATIONAL, LEISURE, or PERSONAL MATERIALS FOR ELIGIBLE INDIVIDUALS

Free

AUDIO TRANSCRIPTION OF CLASSROOM MATERIALS (TEXTBOOKS, HANDOUTS, SYLLABI, READING ASSIGNMENTS, ETC.)

Fee – \$2.00 per recorded hour

This includes: national audio searches; timely, quality recording by skilled volunteers; choice of audio type; shipping; and follow-up.

AUDIO TRANSCRIPTION OF MATERIAL FOR ORGANIZATIONS

Fee – \$12.50 per recorded hour for first copy

Extra copies of recording are \$2.00 per recorded hour

This includes: national audio searches; timely, quality recording by skilled volunteers; choice of audio type; shipping; and follow-up.

Cancellations

If an order is canceled or altered, charges are incurred for all material which has been recorded up to the point of the cancellation or alteration, even if not delivered.

Shipping

All non-commercial recordings are shipped "Free Matter for the Blind," unless First Class mail or special delivery is requested and is billed at the current rate. Commercial materials are shipped First Class mail.

To reduce costs and to keep our services affordable, we use reusable mailers for cartridges and cassette tapes. Please return all reusable mailers to the Communication Center. To return the reusable mailers, simply remove the address label from the window and place in a mailbox. CD mailers do not need to be returned.